



# Office of the City Clerk

Weekly Report - for Week Ending May 2, 2014

## OFFICE OF THE CITY CLERK - PROJECTS and STATUS

**Neighborhood Council Elections** - Candidate Filing Completed, Elections continue:

Region	Qty Filed to Date	Certified	Pending	Withdrew (W) / Disqualified (D)	Starts	Ends	Election Day
Region 1	251	233	0	17W/1D	Dec 23	Jan 22	Mar 8
Region 2	126	111	0	12W/3D	Dec 16	Jan 15	Mar 1
Region 3	210	183	0	18W/9D	Dec 31	Jan 30	Mar 16
Region 4	178	154	0	24W/0D	Jan 4	Feb 3	Mar 20
Region 5	202	184	0	11W/7D	Jan 14	Feb 13	Mar 30
Region 6	195	166	0	8W/21D	Jan 18	Feb 18	Apr 3
Region 7	208	178	0	15W/15D	Jan 27	Feb 26	Apr 12
Region 8	210	188	0	9W/13D	Feb 10	Mar 19	Apr 26
Region 9	72	65	0	7W/0D	Feb 17	Mar 19	May 3
Region 10	120	103	0	12W/5D	Feb 24	Mar 26	May 10
Region 11	227	207	0	15W/5D	Mar 4	Apr 3	May 18
Region 12	32	30	0	2W/0D	Feb 17	Mar 24	May 6

## TOP ITEMS

- **Neighborhood Council Elections continue**
- **First Conceptual Design for submitting reports electronically to City Clerk completed**
- **Report on moving City Elections to June and November submitted to Election Reform Commission**

**CompStat Meetings** - The monthly CompStat meetings for the Records Management Division and the Elections Division was held on May 1<sup>st</sup>. A standardized reporting tool was implemented to facilitate meeting discussions.

**Claims Against the City** - a product demonstration of the forms processing solution, Seamlessdocs.com, was provided by the vendor. We are looking at innovative solutions to address the front end processing of Claims Against the City in order to streamline labor intensive workflows.

**Automated Agenda Management System** - Systems provided to the Council and Public Services Division a conceptual walk through of the electronic forms submittal process which would be used by departments to submit documents electronically to the City Clerk. This is the first conceptual design. This project is on the Mayor's Metrics and completion of the workflow is due in September.

**Microfilm Conversion of Council Minutes** - An additional 22 reels were converted to digital format in the past week. This brings the total number of reels completed to 94. Our target for fiscal year 2013/2014 is 224 rolls, so we are 42% complete with our annual goal and 11% complete with the total project. This is on the Mayor's Metrics.

**Records Management** - Development of an RFP for a commercial records storage contract has been finalized for review by the City Attorney's Office. Expected release is June 2014.

**City Historical Archives - Significant Research Requests** - The Art Institute of Chicago and the Princeton University Art Museum have requested the loan of some archival materials from the Planning Department for use in a display titled "The City Lost and Found: Capturing New York, Chicago, and Los Angeles, 1960 - 1980." The display will be presented in Chicago and Princeton. We are evaluating the materials to see if extra copies are available or if it is possible to make high quality copies prior to making a final decision on the loan.



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**City Elections** – The Write-In Candidate Filing period for the Los Angeles Unified School District (LAUSD), Board 1 Special Election began on March 10 and ends on May 20, 2014. During this reporting period, one Write-In Candidate filed by paying the \$300 filing fee. At this time, there are a total of two Write-In Candidates that have filed since the write-in period began.

**City Elections** – The Police Department Retired Employee Member of the Board of Fire and Police Pensions Commissioners Election Day ballot audit was conducted on April 29.

**City Elections** – The ballot packets for the Board of Deferred Compensation Administration Los Angeles City Employee Retirement System and Pensions participants were mailed on April 30 to approximately 25,277 eligible voters.

**City Elections** – Staff prepared a report for the City of Los Angeles Municipal Election Reform Commission on the soonest implementation dates for moving City elections to a June/November election cycle of either odd or even numbered years.

**Neighborhood and Business Improvement Districts** – Review of Management District Plans and Engineer's Reports continued for the renewal of various BIDs. Reviews continue of the Annual Planning Reports submitted by the required business improvement districts for consistency with their Management District Plans and State law.

On April 23, 2014, the Council adopted the Annual Report for the Little Tokyo merchant-based Business Improvement District and Annual Planning Reports for the East Hollywood, Century City, North Hollywood and Tarzana Safari Walk Business Improvement Districts.

A teleconference was held with the City Attorney representative, Board President and consultant relative to the Hollywood Media District renewal.

Staff attended a meeting with DWP and Chair of the LA BID Consortium relative to acceptance of a grant for the business improvement districts.

**Administrative Services** – Staff submitted the annual Single Audit Report memo to the Office of the Controller and addressed several questions from the CAO regarding the proposed budget.

**AB 1290/Council** – Staff received 167 AB1290 allocation requests this month, and met with the City Attorney to develop a new contract boilerplate for non-profits who perform special services.

**General City Purposes** – Staff reviewed 41 GCP allocation requests, processed 11 payments, and executed one supplemental agreement and one new contract.

**Personnel** – Staff commenced Workplace Violence Awareness Training with the Mayor's Office, and met with Controller staff regarding the new Workers Compensation functions and regulations as they relate to the operation of the City's payroll system (PAYSR).

## ISSUES

Nothing to report this week.

## UPCOMING . . . .

**Monthly CompStat Meetings** – The Administrative Services Division and the Council and Public Services Division meeting will be held on May 8th.